



# Job Description Budget Administrator

**Job Title: Budget Administrator**  
**Pay Grade: 29**  
**FLSA: Exempt**

**Job Code: BS 111**  
**Effective Date: February 2014**  
**Revision Date: February 2014**

## **NATURE OF WORK**

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County Budget Department; directs the preparation and administration of the County budget; conducts financial research and budget analyses; and supervises assigned personnel.

## **ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and coordinates the day-to-day operations of the Department including budgeting, regulatory compliance.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Develops and implements departmental plans, objectives, and priorities.
- Conducts budget analyses, economic forecasting, special accounting studies, and other related financial activities.
- Develops and presents the County's annual budget for approval by the Board of County Commissioners (BOCC); provides recommendations regarding the allocation of County budget resources.
- Prepares the budget for public and government dissemination upon approval by the BOCC.
- Directs the implementation, administration, and monitoring of the County's budget; coordinates and/or provides budget training.
- Designs and produces budget publication materials including online budget references for use internally and/or by citizen groups.
- Manages and directs accounting activities involving grants, fixed assets, labor, job, and project costs.
- Provides for the fair and equitable administration of approved labor agreements.
- Prepares, presents, and maintains a variety of budget records, reports, and documentation.

## **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

## **EMPLOYMENT STANDARDS:**

Bachelor's Degree in Accounting or Finance; AND five (5) year's governmental accounting and budgeting experience, including three (3) years supervisory experience.

A valid Driver's License is required.

## **KNOWLEDGE AND SKILLS REQUIRED:**

### **Knowledge of:**

- County policies and procedures.
- Regulations governing County budget activities.
- Budget policies, procedures, resolutions, and ordinances.
- Processes for preparing and administering budgets.

- Automated financial systems and software.
- Budget records, reports, and documentation.
- Supervisory principles, practices, and methods.

**Skills in:**

- Managing and coordinating the County's budget operations.
- Monitoring and maintaining compliance with regulations governing budget activities.
- Directing the development, implementation, and administration of the County's annual budget.
- Conducting budget analyses, financial research, and special accounting studies.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.